

February 2023 - Sanctuary Scotland Housing Association Limited

Self Assessment Exercise for Assurance Statement – Organisational details and Constitutional Requirements

The purpose of this document is to provide the Board of Management of Sanctuary Scotland Housing Association Limited with assurance that the organisation complies with the requirements of Chapter Three of the Regulation of Social Housing in Scotland in relation to organisational details and constitutional requirements. The compliance requirements are defined, the evidence and practice to support compliance is described and additional information or further action defined.

SHR Regulatory Requirement/Standard	Compliant?	Action required/commentary
<p><u>Requirement</u> Make publicly available, including online, up-to-date details of:</p> <ul style="list-style-type: none"> – who is on its governing body – the date when they first became a member/office holder – how to become a member of the RSL and of the governing body, and – minutes of governing body meetings. <p><u>Evidence</u></p> <p>Website currently contains details of board of management and if an office holder</p> <p>Board of Management recruitment process – past recruitment exercises made very clear how to become a governing body member – advertised in national newspapers, provided role profile, asked for submissions of interest with cv and relevant experience, interview and recruitment process open and transparent.</p>	<p>Yes</p>	<p>No specific action required – keep Freedom of Information publication scheme up to date on an ongoing basis</p>

SHR Regulatory Requirement/Standard	Compliant?	Action required/commentary
<p>Tenant Participation Strategy also advises how service users can become a member of the Board of Management/Area Committee.</p> <p>Freedom of Information duty to publish compliance – extensive information on governing body and how we made decisions contained on website as part of our Guide to publication – complies with all requirements listed above</p>		
<p><u>Requirement</u> <u>Keep up-to-date organisational details in the Register of Social Landlords, by maintaining the information provided through the Landlord Portal.</u></p> <p><u>Evidence</u> Yes organisational details updated as and when required – responsibility for ensuring this is done lies with Director – Sanctuary Scotland and Head of Governance .</p>	YES	
<p><u>Requirement</u> The constitution of the RSL must comply with all legislative requirements under the 2010 Act and the SHR Constitutional Standards</p> <p><u>Evidence</u> Rules of the Association – these are based on the SFHA model, were updated in 2019 pre merger and approved by the Scottish Housing Regulator and then updated again and approved by SGM on 23 December 2020 (subsequently approved by FCA, OSCR and submitted to SHR) The composition of our Board of Management and Area committees is consistent with our Rules</p>	YES	

SHR Regulatory Requirement/Standard	Compliant?	Action required/commentary
<p>Role profile for our board members</p> <p>Terms of Reference for our Area committees</p> <p>The Governance Manual is extensive and regularly updated to ensure member have access to all core documents and Codes of Conduct etc</p> <p>Our relationship with our parent is set out clearly for example: Rules of Sanctuary Scotland Housing Association, Group Services agreement, procedure agreement, Standing Orders, Financial regulations</p> <p>The minutes of our Board of Management meetings evidence compliance with constitutional requirements</p> <p>The 2016 Transfer of engagements and transfer of Thistle Housing Association in March 2020 provides clear evidence of compliance with constitutional requirements, legal requirements and regulator requirements including expert external advice, for example legal advisors, Tenant Information Service</p>		